

LANCASTER COUNTY ACCOUNTANT

NATURE OF WORK

This is professional accounting work in the maintenance, review, and analysis of fiscal records.

Work involves responsibility for independently maintaining a complete set of accounting records, collecting and recording detailed fiscal records, preparing and analyzing fiscal reports; and reviewing and reporting on internal controls of the County Treasurer's office. An employee in this class will assist higher level employees with more complex accounting and/or auditing functions. Work requires independent judgment on technical accounting and/or auditing problems, but classifications and procedures are determined by departmental regulations or legal requirements. Work is reviewed by an administrative superior for adherence to overall standards of performance, and is subject to periodic audit. Supervision may be exercised over subordinate employees.

EXAMPLES OF WORK PERFORMED

Design and implement information systems which compile, synthesize, and analyze data from vouchers, ledgers, journals, computer printouts, files and/or microfiche to prepare reports and to evaluate data for administrative planning, budgeting, and decision making; maintain and recommend enhancements to the financial system, computer applications including requirements for input documents, processing to the financial system, computer applications including requirements for input documents, processing controls, and output reports; research errors, reported compliance issues and reconciliation problems.

Develop annual budget for the office of the County Treasurer; assist in preparing fiscal notes for the County budget; audit County expenditures to ensure maintenance of proper financial controls in accordance with budgetary authorization and established policies; coordinate external audit proceedings and special year-end/interim processing, balancing and reporting; present expense documentation to Lancaster County Board for review and approval.

Plan, assign, supervise and evaluate the work performed by subordinate accounting personnel; provide education, training and reinforcement in the support of employees' work performance; coordinate office work flow and work process improvement efforts; monitor daily financial operations; review system reports and automation processes for quality, completeness and efficiency.

Develop objectives, procedures and policies governing the management of revenues and expenditures in accordance with the principles of governmental accounting, and relevant state and federal regulations and statutes; explore and plan financial and accounting information system improvements through community, professional and civic contact and associations; monitor changes to and interpret appropriate federal and state laws, rules, regulations, and standards to ensure County compliance and efficient work operations.

Act as County liaison to assist with accounting and operational budgeting problems; advise County personnel concerning system inquiries and provide professional guidance in the resolution of referred problems.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of professional accounting principles and procedures.

Considerable knowledge of professional auditing principles and procedures.

Knowledge of governmental accounting procedures.

Knowledge of modern office practices, procedures, equipment and standard clerical techniques.

Ability to apply professional accounting principles to the maintenance of fiscal and accounting records.

Ability to perform audits in an independent manner under the direction of an administrative superior.

Ability to prepare reports containing audit results and recommendations on improvements to internal control procedures.

Ability to maintain a variety of accounting records and reports.

Ability to compile, calculate, and analyze data necessary for the completion of fiscal reports.

Ability to perform detailed work involving written or numerical data, and to make arithmetic calculations rapidly and accurately.

Ability to develop modifications and improvements in existing account maintenance procedures.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four year college or university with major course work in accounting, computer science, business or public administration or related field and experience working with an automated financial system including experience in a supervisory capacity.

MINIMUM QUALIFICATIONS

Graduation from an accredited four year college or university with course work in accounting, computer science, business or public administration or related field and experience working with an automated financial system including some supervisory experience or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

Approved by: _____
Department Head

Personnel Director

3/2004

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